

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-60-94-8	DATE RECEIVED 9-7-94
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Justice Management Division, IRM		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Telecommunications Services Staff		DATE 5-23-95	
4 NAME OF PERSON WITH WHOM TO CONFER Earl B. Neal	5 TELEPHONE 202-514-5529	ARCHIVIST OF THE UNITED STATES <i>Andy Huskang Peluso</i>	

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 07-01-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>The Telecommunications Services Staff provides telephone services to the Department in the Washington, DC metropolitan area with a 30,000 line switch. The switch maintains and generates call detail records, both electronic and paper. These records are used to manage the switch, for investigative purposes, and to curb telephone abuse.</p> <p><u>Call Detail Records</u> contain information about long-distance calls placed from the Department's switch. This information includes calling number, called number, duration, time of day, date, and technical information such as whether the call is "on" or "off-net".</p> <p><u>Disposition:</u> Destroy after three years, or audit by the General Accounting Office, whichever is sooner.</p> <p>→ Records for those numbers associated with e-mail transmission may be deleted or destroyed if the agency has ensured that the transmission data that is necessary for the intelligibility of the e-mail record is preserved elsewhere.</p>		<p>Language approved by DOJ Per e-mail from Marc Wolfe 5/23/95 JMR</p>